

## **Journey UK Volunteer Policy**

### **About us**

Journey UK is a pastoral ministry helping Christians grow in a lifelong experiential relationship with God, express His image as sons and daughters, and enjoy security in our relationships.

### **Purpose of our volunteer policy**

Our volunteer policy has been created to show our volunteers and potential volunteers that we have spent time and care in planning how volunteers will be welcomed. It also outlines that all volunteer team will be treated in a fair and consistent way. It should also help our volunteer team understand what support is available to them and what they can expect from us.

### **Our vision and mission for volunteering**

Volunteers are vital to our work. We are reliant upon them to offer our courses and events. Volunteering is a great way to give back to the charity and make a positive impact in the lives of others.

### **Attracting volunteers**

We have a range of opportunities for our volunteer Team to get involved in. e.g. facilitating small groups, intercession, serving tea and coffee, admin at events, creative input, teaching, worship. All our volunteer Team are past Journey UK participants who are invited by the National Leader or Local Co-ordinators.

### **Training**

We have an annual Team training weekend in January and a Team day in August each year. During each course we have an orientation meeting at the beginning plus weekly meetings providing supervision, guidance and opportunities for questions and feedback. There is also a debrief meeting at the end of each course. New small group facilitators learn through practice by assisting experienced facilitators and having a weekly debrief together.

### **Support**

Volunteer team are part of a small peer support group that meets before each weekly session. Furthermore, the course coordinators are available to meet one to one with the volunteer Team or speak on the phone as required.

### **Safeguarding**

It is important that our volunteers are familiar with our safeguarding policy and are confident to identify potential issues and escalate any concerns. Our volunteer Team may already be aware of safeguarding through their work, church or other volunteer activities. At least one group leader will be required to have or undertake Safeguarding awareness training provided through

Journey UK. Where volunteer team do not have the required training they will be sent a link to complete an online course recommended and paid for by Journey UK. Volunteers will be expected to familiarise themselves with our safeguarding policy and procedures. Volunteers will be required to declare whether they appear on any barred lists for working with adults or children.

### **Expenses**

We value our volunteer Team and want to ensure that there are no barriers to volunteer involvement. If you think that you may need help with any reasonable expenses, please discuss with the Journey UK National Leader.

### **Insurance and health and safety**

Journey UK has a valid insurance policy so that volunteer team are covered by public liability insurance. Our volunteer team will be advised on any health and safety procedures that they may need to comply with.

### **Confidentiality and leadership requirements**

We expect all volunteers to adhere to our code of conduct and confidentiality guidelines which will be explained before the beginning of each course, this also includes use of social media and contact with any press. All volunteers and small group facilitators will need to sign a confidentiality form (App. 1) and a leadership requirements form (App. 2) or requirements for volunteers form (App. 3), ensuring they have adequate support from their church and/or three friends who will commit to pray for them for the duration of a course.

### **Complaints**

Any complaints should be made / brought to the attention of the course / event leaders.

### **Equality, diversity and inclusion**

We are committed to embracing diversity and promoting equality and inclusion. When representing us as a volunteer we expect you to support our commitment to promoting equality.

### **Volunteer data.**

Volunteers will be asked to provide their contact details, details of their next of kin and make leaders aware of any medical condition that the team may need to know about in case of emergency. All information relating to a volunteer will be held and used according to our data protection policy.

### **Linked policies and documents**

Journey UK Code of Conduct

Health and Safety Policy

Data Protection Policy

Safeguarding Policy

Comments, Compliments, and Complaints Policy

Volunteer Form